

**TOWN OF ROCKINGHAM
VILLAGE OF BELLOWS FALLS
WORKPLACE VIOLENCE POLICY**

It is the policy of the Town of Rockingham and the Bellows Falls Village Corporation that the workplaces and the operations of the municipality shall be safe and free of violence or the threat of violence against any employee or other person during the conduct of municipal business. Therefore, it is against the policy of the municipality for any employee to be subject to or engage in any intimidation, violence, or threatening of violence in the workplace either by or against any person.

The municipality is committed to providing a workplace that is as free as possible from intimidation, threats of violence and acts of violence.

Intimidation: an intentional act toward another person, causing the other person to reasonably fear for his/her safety or the safety of others.

Threat of Violence: an intentional act that threatens bodily harm to another person or damage to the property of another.

Act of Violence: an intentional act that causes bodily harm, however slight, to another person or damage to the property of another.

Examples of violence in the workplace include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

- Unwelcome name-calling, obscene language, and other abusive behavior
- Intimidation through direct or veiled verbal threats
- Throwing objects in the workplace regardless of the size or type of object being thrown, or whether a person is the target of the thrown object
- Physically touching another person in an intimidating, malicious, or harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing
- Physically intimidating others including such acts as obscene gestures, shouting, and fist shaking.

Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on municipally owned or leased property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off

municipally owned or leased property but directed at municipal employees or members of the public while conducting official municipal business, is a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from municipally owned or leased premises, termination of business relationships with that individual, and/or prosecution of the person(s) involved.

Employees are responsible for notifying their department head or the manager of any threats which they have witnessed, received or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on municipally owned or leased property or in connection with municipal employment.

Each employee who receives a protective or restraining order which lists municipally owned or leased premises as a protected area is required to provide their department head or the manager with a copy of such order.

Approved and dated August 31, 2004.